

**REQUEST FOR PROPOSAL
FOR
CONSULTANT SERVICES FOR TRAINING TO ENHANCE THE
INFRASTRUCTURE AND PERFORMANCE OF THE ALLIANCES TO
PREVENT ALCOHOLISM AND DRUG ABUSE PROGRAM**

**Issued by the
State of New Jersey
GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE (GCADA)**

Date Issued: August 27, 2012

Responses Due by September 21, 2012 at 4 p.m. EST

**REQUEST FOR PROPOSAL (RFP)
FOR
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The Governor's Council on Alcoholism and Drug Abuse (GCADA) is issuing a Request for Proposal (RFP) for consulting services to enhance the Council's current training for the Alliances to Prevent Alcoholism and Drug Abuse Program. The response to this RFP is to include defining the training process associated with the needs assessment and planning for program and environmental strategy implementation in preparation for the 2014-2017 grant cycle.

Total funding for this project is not to exceed \$36,000. The contract date will commence on October 1, 2012 and end on September 30, 2013.

I. BACKGROUND INFORMATION

GCADA was established pursuant to N.J.S.A 26:2BB. GCADA administers the State's \$10 million Alliance to Prevent Alcoholism and Drug Abuse Program, which is the largest network of community-based anti-drug coalitions in the nation with 7,000 volunteers serving on 385 Municipal Alliances encompassing more than 500 municipalities throughout New Jersey. Municipal Alliances are established by municipal ordinance and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

In an effort to increase the scope of the Alliance Program and its participating Municipal Alliances, GCADA launched the New Jersey Coalition Academy in November 2010. The Academy, facilitated by the Community Anti Drug Coalitions of America (CADCA), was for County Alliance Coordinators, Municipal Alliance Coordinators and volunteers, and other prevention providers in all twenty-one counties (3 cohorts of 7 counties each to be completed by October 2012). It involves three week-long, on-site classroom sessions; ongoing online training; and ongoing technical assistance from CADCA. The Academy focuses on utilizing environmental based strategies to address alcohol and drug use while engaging in a community problem solving method. According to CADCA, environmental strategies are defined as prevention efforts aimed at changing or influencing community conditions, standards, institutions, structures, systems and policies that shape behaviors. Comprehensive interventions include providing information, building skills, providing supports, addressing access and barriers, changing consequences, altering physical design and changing policy and regulations.

II. PURPOSE AND INTENT

As part of GCADA's commitment to its enabling legislation, the Municipal Alliances will be expected to incorporate these strategies and interventions in order to create and

sustain safe and healthy communities. The goal of this RFP is to develop a training module that will prepare the Municipal Alliance for incorporation of the key concepts necessary to include environmental strategies into their application process for the 2014-2017 grant cycle. The timeline for this process is as follows:

November 2012	<ul style="list-style-type: none"> • Statewide kickoff of needs assessment training for County Alliance Coordinators • Statewide training to commence
December 2012-March 2013	<ul style="list-style-type: none"> • Municipal Alliance complete their needs assessment process • March 30, 2013 deadline for submission to County Alliance Coordinator
April 30, 2013	<ul style="list-style-type: none"> • Deadline for submitting all Municipal Alliance needs assessments to GCADA
May – July 2013	<ul style="list-style-type: none"> • May 1, 2013 GCADA distributes new RFA for the Municipal Alliances • July 31, 2013 Completed RFAs due to the County
August – September 2013	<ul style="list-style-type: none"> • August-September 2013 County and CASS review of RFAs and County Plan • September 13, 2013 County Alliance Plan and RFAs due to GCADA
October- December 2013	<ul style="list-style-type: none"> • GCADA and Committee review of all County Alliance Plans • December 31, 2013- All 21 County Alliance Plans approved by Council

The award will be announced on September 28, 2012. Any expenses incurred between the award date and contract commencement date will not be reimbursed.

III. MINIMUM REQUIREMENTS

GCADA seeks proposals from private and non-profit (501©3) firms. Applicants must possess a Business Registration Certificate from the New Jersey Department of Treasury. An applicant that holds a current contract with GCADA must be in compliance with the terms and conditions of the contract.

Applicants must outline their experience with community based interventions, preferably knowledge of the Municipal Alliance Program; must know the Strategic Prevention Framework process as a community problem solving method; and must understand the impact of environmental change on a community with particular focus on public health as it relates to alcoholism and drug abuse.

A minimum of three years experience working with community-based coalitions is required.

IV. PROPOSAL SUBMISSION

An original and five copies of each proposal must be marked “**CONSULTANT SERVICES FOR TRAINING TO ENHANCE THE INFRASTRUCTURE AND PERFORMANCE OF THE ALLIANCES TO PREVENT ALCOHOLISM AND DRUG ABUSE PROGRAM**” and addressed to:

**Jill Gorman
Senior Fiscal Analyst
NJ Department of Treasury
50 West State Street PO Box 211
Trenton, NJ 08625-0211**

Proposal must be received by September 21, 2012 at 4 p.m. Eastern Standard Time.

Faxed proposals will not be accepted.

Communications with representatives of the State concerning this request by you or on your behalf are not permitted during the submission and selection processes.

No telephone inquiries will be accepted. All inquiries concerning this request must be directed in writing by September 10, 2012 at 4 p.m. to:

**Jill Gorman
Senior Fiscal Analyst
NJ Department of Treasury
50 West State Street PO Box 211
Trenton, NJ 08625-0211**

The State will not be responsible for any expenses in the preparation and/or presentation of the proposals and oral interviews or for the disclosure of any information or material received in connection with the solicitation, whether by negligence or otherwise.

The State reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The State further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals. In the event that all proposals are rejected, the State reserves the right to re-solicit proposals.

V. SCOPE OF SERVICES

Applicants must outline their ability to demonstrate the following services to the Alliance to Prevent Alcoholism and Drug Abuse Program and its participating Municipal Alliances. In conjunction with the Council, the applicant must develop a comprehensive training module to enhance the Municipal Alliance program in preparation for the commencement of the 2014-2017 grant cycle. The training must:

- Educate the Municipal Alliances on conducting a needs assessment process, capacity building, and activity planning to include incorporating program level and environmental change strategies into their community problem solving process.
- Incorporate the Strategic Prevention Framework process and environmental approaches to community level change using the concepts and terminology defined by the Community Anti-Drug Coalitions of America (CADCA). More information on CADCA's resources can be found at the following link: <http://www.cadca.org/resources>.
- Demonstrate a plan for implementation of the training module to the Municipal Alliances, which are statewide in their scope, and outline the resources necessary to do so. The training implementation may be conducted on a county or regional level and the first phase of the training, which will include the needs assessment process, must be completed by November 30, 2012.
- Assist GCADA staff in the development of the Municipal Alliance Request for Application process in preparation for the 2014-2017 grant cycle. The second phase of the training module will need to include an overview of this application process as it relates to the planning phase of the SPF and must be completed by May 1, 2013. This includes educating the Municipal Alliances on the use of a logic model design provided by the Council.
- To accomplish the tasks outlined above, the applicant must be willing to work collaboratively with the GCADA and its prevention partners, including monthly attendance at the Prevention Unification Committee (PUC) meetings. The PUC commenced as an effort to integrate alcoholism and drug abuse prevention services between the GCADA, Department of Human Services- Division of Mental Health and Addiction Services (DMHAS) and its grantees. This includes collaboration with the Regional Coalitions funded by the DMHAS.

VI. MANDATORY CONTENTS OF PROPOSAL

Conflict of Interest

Identify any existing or potential conflicts of interest, as well as the firm's representation of parties or other relationships that might be considered a conflict of interest, that may affect or involve this assignment or the State of New Jersey.

Experience and Personnel

Narrative content must be no more than six pages in length with one inch margins, double-spaced and 12 point font. Items 5-10 of this section and resumes do not count against the six page limit.

- 1) **Proposal Requirements:** A detailed narrative identifying and substantiating how your firm will meet the Scope of Services. This should include a detailed plan to create the training module as well as the implementation of the module into the two phases outlined in the Scope of Services. (This cannot exceed three pages.)
- 2) **Key Personnel:** A staffing plan listing those persons who will be assigned to the engagement if your firm is selected, including the designation of a project manager to be responsible for the performance of the required services. This portion of the proposal should include resumes of the individuals who would be assigned. The resume information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the firm. (This cannot exceed one page. Resumes do not count against the page limit describing key personnel.)
- 3) **History and Experience:** A description of the firm's history and experience in providing consulting services of the type described in this RFP. Include the number of years and type of experience in working with community-based coalitions. (This cannot exceed one page.)
- 4) **Resources:** A description of resources including in-kind services of the firm (i.e., location, experience, financial resources, other resources, etc.). (This cannot exceed one page.)
- 5) **References:** Three references, including at least three clients for whom services have been provided for within the last three years. Provide the contact names, positions and phone numbers.
- 6) If your firm, or any principle, director or officer thereof, is now or has in the last three years been a defendant in any litigation involving a sum of \$100,000 or more, the subject of any professional disciplinary action, and/or is or has been the subject of any investigation, you must provide a description of any such investigation, litigation and/or disciplinary action.
- 7) **Preparer's Information:** Provide the name and address of the firm, the name, telephone number, fax number, and e-mail address of individual or individuals responsible for the preparation of this proposal who may be contacted in the event of questions or notification, and the location of the office, if other than that shown above at which the services to be provided hereunder will be performed.
- 8) Provide a copy of a valid business registration in New Jersey and also describe your firm's presence in NJ pursuant to Section XI.
- 9) Indicate whether your firm is registered with the Small Business Set Aside Program pursuant to Section XII.

- 10) All forms listed in Section XIII must be completed and submitted with the bid proposal.

VII. SELECTION PROCESS

All proposals will be reviewed to determine responsiveness. Non-responsive proposals will be rejected without evaluation. Responsive proposals will be evaluated by an Evaluation Committee. The following evaluation criteria categories, separate or combined in some manner, and not necessarily listed in order of significance, will be used to evaluate proposals received in response to this RFP.

- 50 points- The firm's detailed approach and plans in meeting the proposal requirements of this RFP.
- 25 points- The firm's detailed approach and plans to provide experienced key personnel to meet the requirements of this RFP.
- 15 points- The firm's documented history and experience in successfully completing contracts of a similar size and scope to those required by this RFP.
- 10 points- The firm's ability to provide the necessary resources to meet the services required by this RFP.

VIII. FEES

The firm must submit a lump sum, "not to exceed" fee proposal based on labor and all other costs associated with providing the services required. The firm must submit an all-inclusive rate of all direct and indirect costs including travel expenses.

IX. INTERVIEW

The State reserves the right to interview any or all of the firms submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on their face value. The State reserves the right to request clarifying information subsequent to submission of the proposal.

X. SELECTION AND CONTRACT

The State will select the proposal deemed most advantageous to the State, price and other factors considered.

The contract between the State and the firm(s) shall be comprised of this RFP, any clarifications thereof, the firm(s) response thereto, any changes negotiated by the parties and the documents listed in the forms attached in Section XIII (Miscellaneous) and XIV

(Requirements of Public Law 2005, Chapter 51). Such contract can only be modified in a writing signed by the parties.

XI. NJ PRESENCE

Describe your firm's presence in New Jersey.

XII. SMALL BUSINESS SET ASIDE PROGRAM

State whether your firm is registered as a Small Business Enterprise with the New Jersey Commerce and Economic Growth Commission.

XIII. MISCELLANEOUS

The following documents must be completed and submitted with your proposal:

- Set Off for State Tax
- Ownership Disclosure
- Disclosure of Investigations and Actions Involving Bidder
- MacBride Principles and Northern Ireland Act of 1989
- Affirmative Action Employee Information Report
- State of New Jersey, Division of Purchase and Property Services Contracts Standard Terms and Conditions (NOTE: insurance certificates are required as part of the Standard Terms and Conditions)
- Executive Order 129 Certification
- Public Law 2005, Chapter 271, Vendor Certification and Political Contribution Disclosure
- Public Law 2005, Chapter 51, Contractor Certification and Disclosure of Political Contributions

The documents above can be found on the Department of Treasury website at <http://www.state.nj.us/treasury/purchase> under Quick Links/Vendor Forms.

A copy of a valid New Jersey business registration must be submitted. If not already registered with the New Jersey Division of Revenue, registration can be completed online at the Division of Revenue website:
<http://www.state.nj.us/treasury/revenue/index.html>

In compliance with Executive Order No. 129 issued September 9, 2004 each firm submitting a response to this RFP is required to indicate in their proposal the location by country where services under the contract will be performed.

Public Law 2005, Chapter 51, was implemented, limiting the ability of State agencies and independent authorities to enter into contracts with business entities that have made certain political contributions. Please refer to Attachment 1, which explains the

requirements of Public Law 2005, Chapter 51. The Certification and Disclosure form must be submitted prior to contract award.

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act NJSA 47:1A-1 et seq.

XIV. REQUIREMENTS OF PUBLIC LAW 2005, CHAPTER 51 (Formerly Executive Order 134)

Attachment 1 with:

Appendix A – Public Law 2005, Chapter 51 Certification and Disclosure (Must be submitted prior to bid award)

Website: http://www.state.nj.us/treasury/purchase/forms/eo134/dpp_134_candd.pdf